



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 323-4138 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
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Associate Accounting Analyst

Monthly Salary: \$4,467-\$5,431

1 Permanent/Full-Time Vacant Position

Location: Downtown Sacramento

Position Number: 443-300-4588-xxx

Job ID Number: 06-087

Final Filing Date: 6/25/07

General Statement of Duties:

This is a rewarding and exciting job performing analytical, forecasting, planning and advisory duties in the area of accounting in support of the Board's efforts to provide vital health insurance for uninsured and underinsured Californians, including over 800,000 children.

This incumbent reports to the Staff Administrative Analyst-Accounting Systems who serves as the Chief of Financial Operations.

Duties include, but are not limited to, the following:

Analyze data provided by health plans; reconciling billing information and developing payment processes in compliance with state and federal laws, rules and regulations. Review, analyze and approve monthly invoices for contracted plans.

Assist in rate development for the Board's insurance programs.

Develop, plan, implement, and evaluate systems to capture revenue and expenditure levels on a monthly basis.

Maintain a cooperative working relationship with all contracted health plans, state agencies, counties and client base.

Essential Qualifications:

- Knowledge of accounting principles and procedures, the financial organization and procedures of the State, and General Accepted Accounting Principles.
- Knowledge of policies, rules, and regulations of the Legislature, State Controller, State Treasurer, Department of Finance, and central control agencies as they relate to State agency financial management activities.

- Intermediate to advanced MS Excel skills, and working knowledge of Microsoft Word, Access and Outlook.
- Ability to analyze data, identify trends, make projections and draw sound conclusions; and analyze situations accurately and adopt an effective course of action.
- Ability to multi-task and meet tight deadlines.
- Ability to communicate effectively both orally and in writing; and to maintain confidentiality.

Other Expectations:

- Demonstrates a commitment to exceptional performance of duties in a service-oriented manner.
- Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.
- Demonstrates the ability to work independently as well as a member of a team.

Who May Apply:

Individuals at the Associate Accounting Analyst level or who have list or reinstatement eligibility to this classification may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees.

Interested parties should submit a Std. 678, State Application (available at www.spb.ca.gov), with Job ID No. **06-087** and Position No. **443-300-4588-xxx** written in Section 12 of the application, to:

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Julia McLean – Personnel**

Final filing date: June 25, 2007

If you have questions regarding this information, contact Ms. McLean at (916) 323-4138 or via email at jmclean@mrmib.ca.gov.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.